



**Town of Nantucket
Finance Committee**

**Agenda of the Finance Committee
Meeting of Tuesday, March 10, 2015
CPS Cafeteria
4:30PM**

1. Call to Order.
2. Public Comment.
3. Approval of Minutes.
4. Committee Reports
5. Review and Discussion of the AFSCME Union Contract
6. Review and Motions for All Remaining 2015 Annual Town Meeting Articles
7. Review and Finalization for All Comments Remaining 2015 Annual Town Meeting Articles
8. Date of Next Meeting - April 2, 2015 - Pre-Town Meeting with Moderator
9. Adjournment.

Town and County of Nantucket Human Resources Office

Patricia M. Perris
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April 6th, 2015

John Braginton-Smith
47 Fairgrounds Rd.
Nantucket MA 02554

Re: Classification Change for Operations Manager

Dear Mr. Smith:

This letter serves as confirmation of the classification change of the Operations Manager position from AFSCME to Non-Union. As we have discussed, your first day of work with this new classification will be July 1, 2014, pending approval by the Board of Selectmen, the Finance Committee and the 2015 Annual Town Meeting.

- Salary & Hours of Work: Your starting annual salary is \$90,000. You will receive retroactive compensation for this increase in base salary from July 1, 2014 to April 6, 2015. Retroactive compensation will be calculated based upon standard hours worked (40 hours per week/ 80 hours per pay period) multiplied by the base wage increase of (\$43.26- \$36.40 = \$6.86). There are 20 pay periods between 7/1/2014-4/6/2015. Estimated gross compensation (not including standard payroll deductions) is \$10,976. This is a 40.0 hour per week Non-Union position. You will be considered an exempt employee pursuant to the Fair Labor Standards Act. The office hours at DPW are 7:00am to 3:30pm. Please establish your working hours with your supervisor Kara Buzanoski, DPW Director.
- Performance Review: Annual cost of living increases will be calculated based upon the allocated funding at Annual Town Meeting for Non-Union employees at the discretion of the Town Manager. Performance standards and a process improvement plan should be established with your supervisor and updated annually.
- Compensatory Time: Through negotiated agreement with AFSCME, Local 2346, the Operations Manager position is eligible for compensatory time paid at straight time for hours worked over 40.0 in one week for Union-related tasks performed. Prior approval from your supervisor is required before compensatory time can be earned. The maximum amount of compensatory time that can be earned or held at any time is 40.0 hours. These hours are not guaranteed and are only applicable to hours worked over 40.0 hours in one

week while performing Union duties typical of a non-exempt position. Examples include snow-plowing public streets, performing 24-hour on-call service, providing services during emergencies, etc.

- Training: The Department of Public Works encourages continuing education and certification in relation to performing your duties as Operations Manager. All expenses and time related to training and development will need prior approval by your supervisor and are subject to funding available.
- Duties: Your duties are as outlined in the attached job description. As part of the DPW, you will report to and be supervised by the DPW Director.
- Benefits: You are eligible for the benefits generally available to Town/County employees. Please refer to the Personnel Policies for information on accrued benefits.

Congratulations and thank you for your attention to these details! If you have any questions regarding the terms of this agreement please do not hesitate to contact Human Resources.

Sincerely,

Pat Perris

Human Resources Director

CC: Kara Buzanoski, DPW Director
Gregg Tivnan, Assistant Town Manager

Enclosures:

Accept

Reject

John Smith

Date

Mr. Michael Thomas
AFSCME Council 93
8 Beacon Street
9th Floor
Boston, MA 02108

Re: Town of Nantucket and AFSCME Council 93 Side Letter of Agreement

Dear Mr. Thomas:

Please let this correspondence serve to confirm implementation of the Collective Bargaining Agreement between the Town and the Union covering the period July 1, 2014 through June 30, 2017. As part of our Memorandum of Agreement, we have agreed to remove the positions of Chief Wastewater Operator and Operations Manager from the recognition clause of the contract. Those two positions are currently held by David Gray and John Smith respectively.

The purpose of this correspondence is to confirm that the Town and the Union have agreed that Mr. Gray and Mr. Smith may on an occasional and sporadic basis perform duties in connection with snow removal which have historically been performed by your unit members. More specifically, we have agreed that Mr. Gray and Mr. Smith may on an occasional basis perform duties that they had previously performed while members of the bargaining unit. Mr. Gray and Mr. Smith will only perform those duties in the event that no other bargaining unit member accepts the assignment.

We also agree that Mr. Gray and Mr. Smith will receive compensatory time at the overtime rate for these duties. This Side Letter of Agreement shall expire on June 30, 2017 or when either Mr. Gray or Mr. Smith shall leave the employment of the Town.

If this correspondence accurately reflects the agreement of the parties, I would ask you to acknowledge and sign below, returning a copy of this correspondence to me.

Thank you for your attention to this matter.

Very truly yours,

C. Elizabeth Gibson
Town Manager

Town of Nantucket Job Description: Chief Waste Water Operator

Position Title:	Chief Waste Water Operator	Grade Level:	Non-Union
Department	Public Works	Date:	04/13/2015
Reports to:	Public Works Director	FLSA Status	Exempt

Statement of Duties: The Chief Waste Water Operator is responsible for the identification of maintenance and repair needs for Town waste water treatment facilities and sewer system as well as the process to dispose of wastewater sludge and related waste materials. The Chief Waste Water Operator is responsible for the assignment of labor personnel, supplies and materials in support of department operations and emergency response.

Supervision Required: Under the general direction of the Public Works Director, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of planning work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements.

Supervisory Responsibility: The employee as a regular part of the job is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of work in accordance with department operating practices and procedures. Substantial numbers of employees are dispersed to many widely separated locations throughout the town. Work operations are subject to substantial changes in work procedures, activities and volume. The timing of these fluctuations in the event of an emergency cannot be anticipated; the procedures used to add staff can be planned in advance.

Confidentiality: The employee has regular access to confidential information of the department such as official personnel files, client and/or department records in accordance with the State Public Records law. The employee participates to a substantial degree in formulating and determining policy in preparation for collective bargaining negotiations on behalf of the Town.

Accountability: Consequences of errors or poor judgment may include missed deadlines, adverse public relations, labor/material costs, danger to public safety and personal injury.

Judgment: The employee has substantial responsibility involving the exercise of independent judgment in personnel administration. The work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations and to determine appropriate actions to be taken within the limits of standard or accepted practices. Guidelines include industry operational standards, which may be complex or conflicting, at times. Independent judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying complex federal, state, and local regulations.

Town of Nantucket Job Description: Chief Waste Water Operator

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: The nature of duties may involve the continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, extreme heat/cold temperatures, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. The employee may be required to work beyond normal business hours in response to man-made or natural emergencies on a 24/7, 365 days per year basis.

Nature and Purpose of Public Contact: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Essential functions regularly present potential risk of injury to the employee that could result in loss of time from work. Examples of personal injury include severe muscular strains from working with heavy materials or from operating department equipment. Special safety precautions, training and protective clothing such as gowns, coats, gloves, glasses, hard hats, or safety boots is required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Supervise monitoring of plant processes regularly to insure efficient treatment operations to maintain compliance with regulatory agencies
- Enforce the general established Town policies and State Ethics requirements.
- Interact with town staff and general public for community awareness of the plant operations and environmental impacts.
- Maintain Town wastewater treatment facilities, equipment, and resources while also determining the logistics, quantity and cost of supplies and materials in support of department projects.
- Participate in the department's snow and ice removal operations.
- Attend training sessions and seminars as required to keep abreast of updates or changes in occupational safety and wastewater treatment requirements in order to maintain required certifications and/or licenses.
- Prepare reports for the Director of Public Works as requested to in both verbal and written format as required.
- Perform any procurement duties attend any training to keep certified as a MCPPO be able to present to any board or committees for budgetary considerations.

Town of Nantucket Job Description: Chief Waste Water Operator

Recommended Minimum Qualifications:

Education and Experience: Any combination equivalent to graduation from high school; five (5) years of experience as a wastewater treatment plant operator, two (2) years of which must have been in a supervisory capacity. Must possess a Massachusetts Wastewater Operators License Grade 6C Full status minimum, Grade 7C preferred or ability to obtain same. A NEWEA voluntary Grade III Collections Operator License is required or the ability to obtain same. A NEWA Voluntary Lab Analyst License is suggested or the ability to obtain same.

Special Requirements: A candidate for this position must have a valid Class B Massachusetts Driver's License with Tanker endorsement. Must possess a Massachusetts Hoisting License with Minimum 1C, 2A and 4 specialty series endorsements. Incumbent will be required to participate in the NIMS system and must obtain multiple NIMS certificates. The employee may be required to successfully complete a physical examination as a condition of employment. The employee is required to participate in the town's drug testing program as a condition of employment.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of public works department operations including operating procedures. Knowledge of the geography of the Town including street layout and key landmarks

Abilities: Ability to understand and follow written and oral directions; ability to complete assigned work including use of equipment in a safe and efficient manner. Ability to complete assigned work in a safe and efficient manner often under adverse weather conditions. Ability to establish and maintain effective working relationships with co-workers. Ability to provide logistical support to other department personnel as required.

Skills: Proficient mechanical skill in the operation of hand and power tools and equipment required to perform position duties. Proficient oral and written communication skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires moderate to intermittent physical strength and effort on a daily basis, such as lifting, pulling, pushing trash containers and standing or walking for extended periods of time.

Motor Skills: Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under adverse weather conditions which may require extreme accuracy to avoid damage to property or equipment. The manual skills required are comparable to those which might be needed to operate department equipment and Class B motor vehicles.

Visual Demands: Visual demands require the employee to rarely read documents and plans for general understanding. The employee is not required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Town of Nantucket Job Description: Chief Waste Water Operator

Appointment to the position is contingent upon passing a pre-employment physical examination.

ACKNOWLEDGEMENT:

I have read and understand the essential job functions and the physical and mental abilities required for this job. My questions have been addressed, and by signing this document I acknowledge receipt of a copy of this job description.

Signature of Employee: _____

Printed Name of Employee: _____

Date: _____

**MEMORANDUM OF AGREEMENT
BETWEEN TOWN OF NANTUCKET AND AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES LOCAL 2346**

WHEREAS the Town of Nantucket ("Town") and the AFSCME Local 2346 ("Union") have agreed to a collective bargaining agreement covering the period from July 1, 2014 to June 30, 2017; and

NOW, THEREFORE, the parties agree to the following terms subject to ratification by the Board of Selectmen and the Union and funding at the Annual Town Meeting to be held on April 6, 2015.

Article 1- Union Recognition

1.1 The Employer recognizes the Union as the sole and exclusive bargaining representative for the purposes of establishing wages, hours and other conditions of employment for all employees of the Department of Public Works of the Town of Nantucket excluding temporary, emergency, office clerical, supervisory and professional employees and guards as defined in the Contract **and excluding the positions of Operations Manager and Chief Waste Water Operator.**

Article 5 – Seniority

5.1 Trial Period

All new employees shall be hired on a ~~ninety (90)~~ one hundred and eighty (180) day trial period and shall work under the provisions of this Agreement, within which time they may be dismissed without recourse by the Union under the grievance and arbitration procedure.

Article 13- Sick Leave (ALL NEW LANGUAGE)

13.7 Sick Leave Bank

In the event of extended illness, an additional source of aid shall be provided by means of a general sick leave bank to provide for additional days beyond the accumulated sick leave benefits. The sick leave bank will acquire its assets by the voluntary donation of sick leave days from any other Employees, including days accrued in excess of one thousand two hundred hours (article 13.2). The Sick Bank Committee will be appointed by union membership and will govern and award sick leave from the sick leave bank. The committee shall consist of two members from the Union, the Personnel Officer. (Appendix A)

Article 15- Insurance

15.5 Health Insurance Reopener (ALL NEW LANGUAGE)

The parties further agree that by mutual agreement that at any time during the term of the contract to reopen Article 15 for the negotiation of health insurance benefits.

Article 26- Wages

26.1 The Wage and Classification Schedules ~~are~~ is attached hereto as Exhibit A-1. ~~and Exhibit A-2.~~ The employer may, in its sole discretion, grant additional merit wage increases or bonuses.

~~(a) Employees hired prior to July 1, 2012 shall be compensated in accordance with Exhibit A-1~~

~~_____ (b) Employees hired on or after July 1, 2012 shall be compensation in accordance with Exhibit A-2~~

Article 29 – Miscellaneous (ALL NEW LANGUAGE)

29.2 Joint Labor- Management Committee

There is hereby established a Joint Labor- Management Relations Committee, to consist of the president of the local Union or his/her designee, as the case may be, and the superintendent of the Department of Public Works, and the Human Resources Director. The committee shall meet at such other times as either the labor or the management representatives determine desirable that they do not interfere with the performance of job duties assigned to the employees, for discussions to resolve issues before possible grievance proceedings.

29.3 Communications

The Town may implement the use of various communication and tracking devices including, but not limited to, smart phones, tablets, vehicle and equipment GPS.

Article 30- Duration of Agreement

30.1 This agreement shall take effect as of the 1st day of July, ~~2012~~ 2014 and shall remain in full force and effect until the 30th day of June ~~2014~~ 2017, except as set forth in (30.4) and shall then thereafter renew itself from year to year, unless either party to the Agreement gives written notice to the other party, not later than the fifteenth day of December of the preceding calendar year prior to any date of expiration of a desire to change, amend or terminate the terms of conditions hereof.

Exhibit B Town of Nantucket Alcohol Testing and Controlled Substances Testing Policy and Procedures:

2.11 Employee:

Any person covered by the collective bargaining agreement between the Town of Nantucket and the American Federation of State, County and Municipal Employees, Local ~~2977A~~-2346.

Exhibit B Town of Nantucket Alcohol Testing and Controlled Substances Testing Policy and Procedures:

3.1 Licensed Employees (ALL NEW LANGUAGE)

An employee who has a condition of employment is required to possess an automotive driver's license, as reflected in his/her job description and losses their vehicular driver's license for a period in excess of 180 days, the cause of which is by a single citation or an accumulation of citations within a two (2) year period shall be terminated.

3.2 An employee who is observed driving a municipal vehicle while his/her license is under suspension, canceled or revoked, shall be terminated.

For the Town

Date

For the Union

Date

**PUBLIC WORKS CONTRACT
PROJECTED WAGE SCALE 2015-2017**

Under Negotiation: Effective 7/1/13- 06/30/15									
Position	Grade	Starting Base	3 Months	1 YEARS 12 MONTHS	2 YEARS 24 MONTHS	3 YEARS 36 MONTHS	4 YEARS 48 MONTHS	5 YEARS 60 MONTHS	6 YEARS 72 MONTHS
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
LABORER	M1	\$ 21.09	\$ 21.72	\$ 22.37	\$ 23.04	\$ 23.73	\$ 24.45	\$ 25.17	\$ 26.71
JR EQUIPMENT OPERATOR / MECHANIC	M2	\$ 22.94	\$ 23.63	\$ 24.33	\$ 25.06	\$ 25.81	\$ 26.59	\$ 27.39	\$ 29.05
SR EQUIPMENT OPERATOR / MECHANIC	M3	\$ 24.36	\$ 25.09	\$ 25.85	\$ 26.61	\$ 27.41	\$ 28.24	\$ 29.08	\$ 30.85
MAINT TECHNICIAN / CREW	M4	\$ 25.66	\$ 26.42	\$ 27.22	\$ 28.03	\$ 28.87	\$ 29.74	\$ 30.64	\$ 32.49
WORKING FOREMAN	M5	\$ 26.98	\$ 27.79	\$ 28.62	\$ 29.48	\$ 30.36	\$ 31.28	\$ 32.21	\$ 34.17
GENERAL FOREMAN	M6	\$ 27.79	\$ 28.62	\$ 29.48	\$ 30.36	\$ 31.28	\$ 32.21	\$ 33.18	\$ 35.19
PLANT MANAGER	M7	\$ 28.75	\$ 29.61	\$ 30.50	\$ 31.41	\$ 32.36	\$ 33.33	\$ 34.32	\$ 36.40

Under Negotiation: Effective 7/1/15 - 06/30/16									
Position	Grade	Starting Base	1 YEARS	2 YEARS	3 YEARS	4 YEARS	5 YEARS	6 YEARS	
			12 MONTHS	24 MONTHS	36 MONTHS	48 MONTHS	60 MONTHS	72 MONTHS	
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
LABORER	M1	\$ 23.63	\$ 24.34	\$ 25.07	\$ 25.82	\$ 26.60	\$ 27.39	\$ 29.04	
JR EQUIPMENT OPERATOR / MECHANIC	M2	\$ 25.09	\$ 25.84	\$ 26.62	\$ 27.42	\$ 28.24	\$ 29.09	\$ 30.83	
SR EQUIPMENT OPERATOR / MECHANIC	M3	\$ 26.42	\$ 27.21	\$ 28.03	\$ 28.87	\$ 29.74	\$ 30.63	\$ 32.47	
MAINT TECHNICIAN / CREW	M4	\$ 27.79	\$ 28.62	\$ 29.48	\$ 30.37	\$ 31.28	\$ 32.22	\$ 34.15	
WORKING FOREMAN	M5	\$ 28.62	\$ 29.48	\$ 30.36	\$ 31.27	\$ 32.21	\$ 33.18	\$ 35.17	
GENERAL FOREMAN	M6	\$ 29.61	\$ 30.50	\$ 31.41	\$ 32.36	\$ 33.33	\$ 34.33	\$ 36.39	
PLANT MANAGER	M7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Under Negotiation: Effective 07/01/16 - 06/30/17 (1% ATB)									
Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
LABORER	M1	\$ 23.87	\$ 24.58	\$ 25.32	\$ 26.08	\$ 26.86	\$ 27.67	\$ 29.33	
JR EQUIPMENT OPERATOR / MECHANIC	M2	\$ 25.34	\$ 26.10	\$ 26.88	\$ 27.69	\$ 28.52	\$ 29.38	\$ 31.14	
SR EQUIPMENT OPERATOR / MECHANIC	M3	\$ 26.68	\$ 27.48	\$ 28.31	\$ 29.16	\$ 30.03	\$ 30.93	\$ 32.79	
MAINT TECHNICIAN / CREW	M4	\$ 28.07	\$ 28.91	\$ 29.78	\$ 30.67	\$ 31.59	\$ 32.54	\$ 34.49	
WORKING FOREMAN	M5	\$ 28.91	\$ 29.77	\$ 30.67	\$ 31.59	\$ 32.53	\$ 33.51	\$ 35.52	
GENERAL FOREMAN	M6	\$ 29.91	\$ 30.80	\$ 31.73	\$ 32.68	\$ 33.66	\$ 34.67	\$ 36.75	
PLANT MANAGER	M7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Town of Nantucket Job Description: Operations Manager

Position Title:	Operations Manager	Grade Level:	Non-Union
Department	Public Works	Date:	04/13/2015
Reports to:	Public Works Director	FLSA Status	Exempt

Statement of Duties: The Operations Manager is responsible for the identification of maintenance and repair needs for Town roadways, parks, trees, and cemeteries. The Operations Manager is responsible for the assignment of labor personnel, supplies and materials in support of department operations and emergency response.

Supervision Required: Under the general direction of the Public Works Director, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of planning work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements.

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Confidentiality: The employee has regular access to confidential information of the department such as official personnel files, client and/or department records in accordance with the State Public Records law. The employee participates to a substantial degree in formulating and determining policy in preparation for collective bargaining negotiations on behalf of the Town.

Accountability: Consequences of errors or poor judgment may include missed deadlines, adverse public relations, labor/material costs, danger to public safety and personal injury.

Judgment: The employee has substantial responsibility involving the exercise of independent judgment in personnel administration. The work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations and to determine appropriate actions to be taken within the limits of standard or accepted practices. Guidelines include industry operational standards, which may be complex or conflicting, at times. Independent judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying complex federal, state, and local regulations.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve

Town of Nantucket Job Description: Operations Manager

evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: The nature of duties may involve the continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, extreme heat/cold temperatures, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. The employee may be required to work beyond normal business hours in response to man-made or natural emergencies on a 24/7, 365 days per year basis.

Nature and Purpose of Public Contact: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Essential functions regularly present potential risk of injury to the employee that could result in loss of time from work. Examples of personal injury include severe muscular strains from working with heavy materials or from operating department equipment. Special safety precautions, training and protective clothing such as gowns, coats, gloves, glasses, hard hats, or safety boots is required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assigns labor personnel on a daily, weekly, and seasonal basis in order to perform a range of skilled and un-skilled labor work including but not limited to highway construction and maintenance projects including building, repairing, and patching streets and sidewalks, repairing and cleaning catch basins, repairing guard rails, building fences and signs; trims and mows grass, removes trees and shrubs, fabricates, installs and maintains road signs.
- Enforce the general established Town policies and State Ethics requirements.
- Interact with town staff and general public to maintain the Town roadways, parks, trees, cemeteries and facilities.
- Required to determine the logistics, quantity and cost of supplies and materials in support of department projects.
- Participate in the department's snow and ice removal operations.
- Attend training sessions and seminars as required to keep abreast of updates or changes in occupational safety in order to maintain required certifications and/or licenses.
- Prepare reports for the Director of Public Works as requested to in both verbal and written format as required.

Recommended Minimum Qualifications:

Education and Experience: Must have an Associate degree or a journeyman's level of trade knowledge. Experience with heavy equipment, maintenance of roadway, parks, tree and cemeteries or any equivalent combination of education and experience required. At least ten (10)

Town of Nantucket Job Description: Operations Manager

years of experience in a municipal setting is preferred.

Special Requirements: A candidate for this position must have a valid Class B Massachusetts Driver's License with a Tanker Endorsement and a hoisting License with minimum endorsements 1C, 2A, and 4 series specialty equipment. The employee may be required to successfully complete a physical examination as a condition of employment. The employee is required to participate in the town's drug testing program as a condition of employment.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of public works department operations including operating procedures. Knowledge of the geography of the Town including street layout and key landmarks

Abilities: Ability to understand and follow written and oral directions; ability to complete assigned work including use of equipment in a safe and efficient manner. Ability to complete assigned work in a safe and efficient manner often under adverse weather conditions. Ability to establish and maintain effective working relationships with co-workers. Ability to provide logistical support to other department personnel as required.

Skills: Proficient mechanical skill in the operation of hand and power tools and equipment required to perform position duties. Proficient oral and written communication skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires moderate to intermittent physical strength and effort on a daily basis, such as lifting, pulling, pushing trash containers and standing or walking for extended periods of time.

Motor Skills: Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under adverse weather conditions which may require extreme accuracy to avoid damage to property or equipment. The manual skills required are comparable to those which might be needed to operate department equipment and Class B motor vehicles.

Visual Demands: Visual demands require the employee to rarely read documents and plans for general understanding. The employee is not required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Appointment to the position is contingent upon passing a pre-employment physical examination.

ACKNOWLEDGEMENT:

I have read and understand the essential job functions and the physical and mental abilities required for this job. My questions have been addressed, and by signing this document I acknowledge receipt of a copy of this job description.

Signature of Employee: _____

Printed Name of Employee: _____

Date: _____

Town and County of Nantucket Human Resources Office

Patricia M. Perris
Human Resources Director
pperris@nantucket-ma.gov

Amanda Johnson
Human Resources Assistant
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Nantucket, MA 02554

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Facsimile: (508) 325-6117
www.nantucket-ma.gov

April 6th, 2015

David Gray
11 Friendship Lane
Nantucket MA 02554

Re: Classification Change for Chief Plant Operator WWTF

Dear Mr. Gray:

This letter serves as confirmation of the classification change of the Chief Waste Water Operator position from AFSCME to Non-Union. As we have discussed, your first day of work with this new classification will be April 13th, 2015, pending approval by the Board of Selectmen, the Finance Committee and the 2015 Annual Town Meeting.

- Salary & Hours of Work: Your starting annual salary is \$95,000. This is a 40.0 hour per week Non-Union position. You will be considered an exempt employee pursuant to the Fair Labor Standards Act. The office hours at Waste Water Treatment Facility are 7:00am to 3:30pm. Please establish your working hours with your supervisor Kara Buzanoski, DPW Director.
- Performance Review: Annual cost of living increases will be calculated based upon the allocated funding at Annual Town Meeting for Non-Union employees at the discretion of the Town Manager. Performance standards and a process improvement plan should be established with your supervisor and updated annually.
- Compensatory Time: Through negotiated agreement with AFSCME, Local 2346, the Chief Waste Water Operation position is eligible for compensatory time paid at straight time for hours worked over 40.0 in one week for Union-related tasks performed. Prior approval from your supervisor is required before compensatory time can be earned. The maximum amount of compensatory time that can be earned or held at any time is 40.0 hours. These hours are not guaranteed and are only applicable to hours worked over 40.0 hours in one week while performing Union duties typical of a non-exempt position. Examples include snow-plowing public streets, performing 24-hour on-call service, providing services during emergencies, etc.

- Training: The Department of Public Works encourages continuing education and certification in relation to performing your duties as Chief Plant Operator. All expenses and time related to training and development will need prior approval by your supervisor and are subject to funding available.
- Duties: Your duties are as outlined in the attached job description. As part of the Waste Water Treatment Facility within the DPW, you will report to and be supervised by the DPW Director..
- Benefits: You are eligible for the benefits generally available to Town/County employees. Please refer to the Personnel Policies for information on accrued benefits.

Congratulations and thank you for your attention to these details! If you have any questions regarding the terms of this agreement please do not hesitate to contact Human Resources.

Sincerely,

Pat Perris

Human Resources Director

CC: Kara Buzanoski, DPW Director
Gregg Tivnan, Assistant Town Manager

Enclosures:

Accept

Reject

David Gray

Date

Public Works Department Union Salary Cost
FY15 - 0.0% ATB FY16 - 0.0% ATB (New Wage Scale), FY17 - 1% ATB
Multi Year Base

TON Proposal		Prior Three- Year		Projected	Projected	Projected	Projected	Total
Annual Dollars		Actual Total		FY15	FY16	FY17	FY17	
1	Salary, Permanent	\$	4,883,940	\$	1,483,581	\$	1,630,666	\$ 4,709,355
2	Overtime	\$	552,603	\$	242,090	\$	251,871	\$ 740,893
3	Vacation	\$	-	\$	-	\$	-	-
4	Sick Pay	\$	-	\$	-	\$	-	-
5	Personal Pay	\$	-	\$	-	\$	-	-
6	Holiday Pay	\$	-	\$	-	\$	-	-
7	Longevity	\$	123,673	\$	36,531	\$	37,465	\$ 110,395
8	Medicare P/R Tax	\$	80,487	\$	25,552	\$	27,840	\$ 80,629
9	Medical Insurance - BX Individual	\$	181,220	\$	67,944	\$	85,228	\$ 229,269
10	Medical Insurance - BX Family	\$	384,632	\$	154,562	\$	193,882	\$ 521,553
11	Medical Insurance - PPO Individual	\$	69,245	\$	38,610	\$	43,244	\$ 130,287
12	Medical Insurance - PPO Family	\$	345,898	\$	169,327	\$	212,404	\$ 571,378
13	Clothing Allowance / Uniforms	\$	-	\$	-	\$	-	-
14	Labor Negotiations	\$	-	\$	-	\$	-	-
Ton Proposed Contract Cost		\$	6,621,698	\$	2,218,196	\$	2,387,773	\$ 7,093,759
Verification Check		\$	6,621,698	\$	2,218,196	\$	2,387,773	\$ 7,093,759
							4.02%	7.13%
								\$ 472,060

Notes:

1. Includes 24 full time public works employees.
2. Assumes 7-Step Program with 75.0% of Public Works Employees at Maximum Step.
3. Step & COLA / ATB (where applicable) is effective in accordance with chart.
4. Overtime is paid on hours actually worked over 40 hours and when called into work outside of scheduled work shift. Est. 2% increase each year.
5. Assumes Comp; Vacation; Holiday Pay; Sick Pay; and Personal Pay is included in Permanent Stry.
6. Assumes Medicare P/R Tax is calculated at 1.45% of gross each year.
7. Assumes Medical Insurance will increase by 12% in FY15, FY16, and FY17
Source: Financial Forecast Increase Assumptions Tab
8. Assumes Zero Clothing Allowance beginning July 1 2013
9. One position (Facilities Foreman) was moved to AFSCME FY14; Two positions (Chief Waste Water Operator, Operations Manager) were moved to Non-Union FY15